



PROCUREMENT POLICY

FULL REVIEW TRACKING

A “Full Review” refers to a point when a the whole document is reconsidered by appropriate stakeholder to establish if it is still fit for purpose and this is formally signed-off at the appropriate management level. This acts as assurance the Association’s position on key matters is up to date with legislation, regulation and good practice.

Last Full Review Date	November 2016
Policy Owner	Gordon Cameron
Document Author(s)	Angela Morgan
Communication & Training Methods	Presentation to Board Briefing to OMT, SMT & P&NB Staff
Date Last Approved	November 2016
Approved By	PoLHA Board
Review Cycle	5 Years
Next Review Date	November 2021
The Policy has a direct link to the following PoLHA policies and procedures	<p>This policy is the lead in a range of documents:</p> <ul style="list-style-type: none"> • Procurement Strategy • Procurement Action Plan • Operational Procedures <p>Other links include:</p> <ul style="list-style-type: none"> • Financial Regulations, Standing Orders • Asset Management Policy, • Asset Management Strategy and Procedures
This policy complies with the requirements of these legal and/or regulatory documents	<p>As a Registered Social Landlord, Port of Leith Housing Association must comply with and operate under a number of legislative requirements. These include:</p> <ul style="list-style-type: none"> • Procurement Reform (Scotland) Act 2014 • Public Contracts (Scotland) Regulations 2015 • The Procurement (Scotland) Regulations 2016 • Utilities Contracts (Scotland) Regulations 2016 • Concessions Contracts (Scotland) Regulations 2016 <p>In particular we will ensure we comply with the following outcome of the Scottish Social Housing Charter:</p> <p>13: Value for Money</p>

	<p>Although the Association is not currently subject to The Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 to enable the public to access information for housing and operational issues. We are subject to the release of information regarding procurement and the awarding of contracts.</p>
<p>Equality & Diversity Impact (EI) Assessment Status</p>	<p><i>This document was EDI Assessed by Angela Morgan & Ian Treger using the organisation's set procedure in November 2016 and is considered to be free of anything which may lead to any unfair discrimination in its application.</i></p> <p><i>EDI Assessment records are held by the Chief Executive's Office and can be accessed on request to the Head of Corporate Services.</i></p>

REVISION TRACKING

Revisions are minor changes which are made between Full Reviews which might be needed because of new ideas or changes

Revision Date	Part of doc revised	Reason for revision	Approved by

1. BACKGROUND/INTRODUCTION

1.1 The purpose of this policy is:

- to give appropriate and proportionate consideration to the procurement of goods and services;
- to maximise resources for front line services and deliver efficiency gains; and
- to ensure the long term viability of the Association to serve the community for future generations.

1.2 The procurement management function sits within the Property & New Business Department. All Operational and Senior Managers have a duty to ensure the works, goods and services procured to deliver their area of responsibility are done so in accordance with this policy, the Procurement Strategy and the Association's Financial Regulations and Standing Orders.

1.3 The Procurement Reform (Scotland) Act 2014 requires any public organisation which has an estimated regulated spend of £5 million or more (excluding VAT) in a financial year to develop and review a procurement strategy annually before the start of that next financial year. This requirement also applies to an organisation that becomes aware of having this level of spend during the year.

1.4 The procurement strategy sets out how the Association intends to carry out its regulated procurements i.e. procurements with an estimated value between £50K and the existing Official Journal of the European Union (OJEU) thresholds for Goods and Services and £2 million for Works contracts.

1.5 The procurement of Goods, Services and Works under the Scottish procurement thresholds are carried out in accordance with the Association's operating procedures and follow the principles within the procurement strategy.

2. POLICY STATEMENT

2.1 In relation to the Association's procurement of goods and services the Association will:

- comply with all legislative requirements
- ensure good procurement practice is applied consistently across the organisation;
- obtain and evidence value for money when purchasing goods and services now and in future;
- maintain an up to date plan of all procurement activities which will be monitored and reviewed
- ensure sustainability principles are embodied within all procurement activities.

3. RESPONSIBILITIES UNDER THE POLICY

3.1 *PoLHA Board*

3.1.1 Approve the Association's Procurement Strategy and Annual Report of Procurement Activity.

3.1.2 Approve the appointment of suppliers in accordance with the Association's Financial

Regulations and Standing Orders

3.2 Senior Management Team

- 3.2.1 Approve all procurement approval documents (PAD) for OJEU threshold procurement activities.
- 3.2.2 Approve the appointment of suppliers in accordance with the Association's procurement operating procedures and Standing Orders

3.3 Asset Manager

- 3.3.1 Ensure the Association has prepared and submitted to Scottish Ministers a procurement strategy and annual procurement report for regulated procurement activity.
- 3.3.2 Approve all procurement approval documents (PAD) for Scottish threshold procurement activities and review OJEU threshold.
- 3.3.3 Provide advice and support to procuring managers

3.4 Procuring Managers

- 3.4.1 Prepare procurement approval documents (PAD) for procurement activities in accordance with the Association's procurement operating procedures.
- 3.4.2 Recommend the appointment of suppliers in accordance with the Association's operating procedures and Standing Orders

4. POLICY FRAMEWORK

To facilitate the aims of the Procurement Policy the Association will, via a Procurement Strategy, Strategy Action Plan and its Operating Procedures:

- regularly review the methods of procurement used for each type of service delivered;
- ensure Association staff and suppliers are up to date with current procurement and financial legislation;
- ensure tendering activities and Contract Awards are carried out in accordance with the Association's Standing Orders, legislative requirements and best practice;
- ensure all options for grant funding or other assistance are evaluated;
- create the most economically advantageous balance of quality and cost;
- ensure all specifications for works, services and supplies clearly detail the scope and standard of the requirement;
- deliver community benefits;
- encourage Equality and Diversity within the marketplace;
- encourage open and fair competition;
- be transparent and ensure probity;

- ensure that the appropriate apportioned costs for carrying our repairs or improvements to multi ownership properties are recouped from private owners;
- effectively manage all projects, monitor performance and take appropriate corrective action as necessary; and
- encourage the development of partnership arrangements with suppliers and other procuring organisations and explore opportunities for joint delivery of services with others.

5. ASSOCIATED PROCEDURE(S)

- 5.1
- Procurement Approval Procedure
 - Unregulated Procurement Procedure
 - Regulated Procurement Procedure

6. *POLICY & PROCEDURE EFFECTIVENESS ASSESSMENT CRITERIA*

6.1 For all regulated procurement activities:

- The procurement methodology is approved by the Senior Management Teams prior to commencement
- Contractor appointments following tendering exercises are approved by the Senior Management Team or Board as applicable.
- An annual report of the Association's regulated procurement activities will be prepared.

7. REFERENCES

The following documents must be considered in conjunction with this Policy document:

- Procurement Strategy
- Procurement Strategy Action Plan